

PRE-COURSE WORK ASSIGNMENT

COURSE:	Fire Program Management, M-581
LESSON:	F - Wildland and Prescribed Fire Qualification System
UNIT:	3 - Program Management
SUGGESTED TIME:	2.5 hours
EQUIPMENT:	None
MATERIALS:	<ol style="list-style-type: none">1. Pre-course Work Assignment2. The following enclosed Wildland and Prescribed Fire Qualification System's National Training Curriculum Modules:<ul style="list-style-type: none">• Module 1, Curriculum Orientation• Module 2, Components and Guides• Module 3, Qualifications Requirements• Module 4, Roles and Responsibilities3. Wildland and Prescribed Fire Qualification System Guide, PMS 310-14. Position Task Book
OBJECTIVES:	<p>Upon completion of the pre-course work, participants will be able to:</p> <ol style="list-style-type: none">1. Describe the NWCG performance based qualification system and the primary components and guides.2. Recognize the proper applications of the performance based system, and roles and responsibilities.

M-581 Fire Program Management

Pre-Course Work
Due to NAFRI by April 6, 2005

Name: _____
Email: _____
Work phone: _____

3F ACTIVITY

Reading, Exercises and Answering Questions.

A. INTRODUCTION

This pre-course work assignment will familiarize the student with the Wildland and Prescribed Fire Qualification System and prepare them to actively participate in classroom discussions and get clarification on issues.

B. ASSIGNMENT

Read the Wildland and Prescribed Fire Qualification System's National Training Curriculum Modules 1-4, complete all the exercises, and answer all the questions.

Wildland and Prescribed Fire Qualification System National Training Curriculum PMS 316

MODULE 1 CURRICULUM ORIENTATION

**REFERENCE TEXT
OCTOBER 2001
NFES 2671**



CERTIFICATION STATEMENT

on behalf of the

NATIONAL WILDFIRE COORDINATING GROUP

The following training material attains the standards prescribed for courses coordinated by the National Wildfire Coordinating Group. The instruction is certified for interagency use and is known as:

Wildland and Prescribed Fire Qualifications System
National Training Curriculum
Certified at Level III

Member NWCG and Training Working Team Liaison

Date

10/11/01

Chairperson, Training Working Team

Date

9/25/01

Description of the Performance Based System

The Wildland and Prescribed Fire Qualification System is a “performance based” qualification system. In this system, the primary criteria for qualification is individual performance as observed by an evaluator using approved standards. This system differs from previous wildland fire qualification systems which have been “training based.” Training based systems use the completion of training courses or a passing score on an examination as a primary criteria for qualification.

A performance based system has two advantages over a training based system:

- Qualification is based upon real performance, as measured on the job, versus perceived performance, as measured by an examination or classroom activities.
- Personnel who have learned skills from sources outside wildfire suppression and prescribed fire, such as agency specific training programs or training and work in structural fire, law enforcement, search and rescue, etc., may not be required to complete specific courses in order to qualify in a wildland or prescribed fire position.

1. The components of the wildland and prescribed fire Qualification system are as follows:

- a. Position Task Books (PTB) contain all critical tasks, which are required to perform the job. PTB's have been designed in a format that will allow documentation of a trainee's ability to perform each task. Successful completion of all tasks required of the position, as determined by an evaluator, will be the basis for recommending certification.

IMPORTANT NOTE: Training requirements include completion of all required training courses prior to obtaining a PTB. Use of other courses or job aids providing additional training which supports development of knowledge and skills is recommended to prepare the employee to perform in the position.

- b. Training courses and job aids provide the specific skills and knowledge required to perform tasks as prescribed in the PTB.
- c. Agency Certification is issued in the form of an incident qualification card certifying that the individual is qualified to perform in a specified position.

2. Responsibilities

The local office is responsible for selecting trainees, proper use of task books, and certification of trainees. See PMS-310-1, Appendix A, Position Task Book Administration, for further information.

Wildland and Prescribed Fire Qualification System National Training Curriculum PMS 316

MODULE 1 CURRICULUM ORIENTATION

October 2001

Additional copies of this document may be ordered from: National Interagency Fire Center, ATTN: Great Basin Cache Supply Office, 3833 S. Development Ave., Boise, ID 83705. Order NFES 2671.

PREFACE

This module is one of six modules, which comprise the Wildland and Prescribed Fire Qualification System National Training Curriculum. The curriculum has been developed by an interagency steering group. The curriculum was sponsored by the National Wildfire Coordinating Group. Development was directed and supported by the National Interagency Fire Center, National Fire & Aviation Training Support Group.

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STUDENT INFORMATION

INTRODUCTION TO THE REFERENCE TEXT

Wildland and Prescribed Fire Qualification System: Curriculum Orientation is designed to give the user an overview of the Wildland and Prescribed Fire Qualification System National Training Curriculum. The module provides practical information intended to familiarize the user with the Wildland and Prescribed Fire Qualification System and its application.

The majority of the reference text is to be used as a note-taking guide, but other practical information and questions are included that will replicate situations that may occur during the qualification process.

DELIVERY METHOD

The material in this module is designed to be used in two ways to facilitate learning. The first and recommended method is **to have the material presented by agency personnel that have working knowledge of the Wildland and Prescribed Fire Qualification System**. This method will facilitate discussion and ensure student understanding. To further stimulate learning, it is recommended that the information be presented in groups so discussions may be held. The second way this material can be used is as a self-paced (study) guide. The student, equipped with the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, and a position task book, can work through the material in this module and increase their understanding of the subject.

We hope you have a good learning experience, which helps you to accomplish your job more effectively.

TARGET AUDIENCE

Although this module is intended primarily as an introduction and information source for those personnel who are new to the Wildland and Prescribed Fire Qualification System, there is valuable information for all users of the qualification system.

Three primary target groups have been identified for the six modules of the Wildland and Prescribed Fire Qualification System National Training Curriculum. They are:

Entry Level (Modules 1-3) - Those personnel who are new to the Wildland and Prescribed Fire Qualification System. Included in this group but not limited to are: entry level firefighters, agency personnel seeking incident qualifications, those personnel who may have an interest in acquiring incident qualifications.

System Administrators (Modules 1-5) - Those personnel who are responsible for administration and application of the Wildland and Prescribed Fire Qualification System. A general characteristic of this group is supervisors with delegated responsibility for ensuring that personnel qualifications are appropriately acquired and maintained. The group may include but is not limited to: training specialists (geographic, local area, and incident), fire management officers, fire control officers, crew supervisors, crew superintendents, station managers, agency helicopter managers, etc.

Agency Administrators (Module 6) - Those personnel that are commonly referred to as line officers and agency executives. Often times these individuals are not directly involved in the qualification process but delegate the authority for agency qualification.

CURRICULUM DESCRIPTION

The curriculum consists of six modules of instruction. Each module covers a part of the Wildland and Prescribed Fire Qualification System or related applications. The following description of Module 1 and the remaining five modules is provided so that the user may see where they are in the process and plan additional modules accordingly.

<p><u>Module 1 - Curriculum Orientation</u> contains information on the Wildland and Prescribed Fire Qualification System, this training curriculum, and the objectives of the training curriculum. The information contained in this module is intended for all users of the system.</p>
<p><u>Module 2 - Components and Guide</u> provides information on the system components and key guide utilized in administration of the qualification system. Descriptions and exercises in this module help the user identify and use the components and guide. This module is intended for entry level personnel and those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 3 - Qualification Requirements</u> provides the user with more in depth information on the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1. Exercises aid the user in determining how personnel become qualified in a target position. Problem solving items include: training, experience, physical requirements for various positions, certification and recertification issues. This module is intended for entry level personnel and those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 4 - Roles and Responsibilities</u> provides the user with more in depth information on use of Appendix A, Position Task Book Administration. Exercises help the user to identify key roles and responsibilities identified in this guide, and how these roles are tied into use and administration of the position task book(s). This module is intended for those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 5 - Interactions and Partnerships</u> provides knowledge on how different participants of the Wildland and Prescribed Fire Qualification System interact with each other and the importance of that relationship. Exercises are intended to display these interactions and provide more in depth information on how the PMS 310-1 and Appendix A, Position Task Book Administration, must be used interchangeably. This module is intended for those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 6 - Agency Administrator Roles and Responsibilities</u> provides Wildland and Prescribed Fire Qualification System information to the agency administrator or delegating official. The module is intended to provide information that will help decision making and support employee wildland and prescribed fire qualification. This module is intended for agency administrators or executives who have responsibility for establishing policy and guidelines within their agency.</p>

Users are encouraged to review all modules regardless of what level they may currently be at in the qualification process. The modules provide exercises on how to utilize the components and guides of the Wildland and Prescribed Fire Qualification System. This information can be helpful in determining how to obtain personal qualification. More importantly, this information is helpful in a supervisory, training, and mentor role.

Each module contains the following:

- Instructor guidance and lesson plans
- Reference Text
- Questions and scenarios for module exercises (as appropriate)
- Self-Evaluation (open book)

SUGGESTED PREREQUISITE MODULES

This is the first of six modules of the Wildland and Prescribed Fire Qualification System National Training Curriculum. No prerequisites are necessary.

DETAILED LESSON PLAN OUTLINE

Course: Wildland and Prescribed Fire Qualification System—National Training Curriculum

Module: 1 - Curriculum Orientation

Suggested Time: 30 Minutes

Training Aids: Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, a position task book.

Module Objectives:

1. Provide student with a historical overview of the NWCG Wildland and Prescribed Fire Qualification System.
2. Describe the performance based qualification system.
3. Describe the purpose of the Wildland and Prescribed Fire Qualification System National Training Curriculum.

I. INTRODUCTION

Wildland and Prescribed Fire Qualification System: Curriculum Orientation is the first of six modules of the Wildland and Prescribed Fire Qualification System National Training Curriculum. The module provides a historical overview of the evolution of the Wildland and Prescribed Fire Qualification System, and the purpose of the training curriculum.

This training curriculum is not intended to replace the established guidelines and direction. It is designed to increase user understanding and application of the Wildland and Prescribed Fire Qualification System.

This module provides the foundation of information for the five subsequent modules of the training curriculum.

II. HISTORICAL OVERVIEW

The following historical overview of the National Wildfire Coordinating Group and the Wildland and Prescribed Fire Qualification System is provided so that the user can have a better understanding of where we have been in the evolution of the current qualification system, and how we got to where we are today.

Prior to 1973 common standards did not exist among agencies for wildland fire qualification and training. Each agency established independent standards and limited national courses existed. This resulted in an inability to exchange resources above the crew level.

In 1972, the BLM conducted a study that showed an extensive duplication of effort and lack of standardization even within a single agency. Every year partner agencies faced common problems:

- Widely dispersed field areas
- Limited staff
- Wildland fire activity

An umbrella organization was needed to facilitate the development of practices, standards, and training to bond the wildland fire community.

In 1976 the first of three major efforts would occur to help unite the wildland fire community in their effort to respond to increasing fire activity nationwide.

A. Establishment of the NWCG

On March 18, 1976, an Interagency Memorandum of Understanding between the secretaries of the Interior and Agriculture officially formed the National Wildfire Coordinating Group (NWCG). NWCG fills the interagency need by contributing towards the cost-effective execution of each partner agency's programs to benefit agency mandates, resources, and the taxpayer.

The NWCG includes representatives from the Forest Service, Bureau of Land Management, Fish and Wildlife Service, National Park Service, Bureau of Indian Affairs, Fire Administration and representatives from the National Association of State Foresters. In June of 1994, the original agreement was modified to include the Federal Emergency Management Agency's U.S. Fire Administration.

Detailed products are produced by Working Teams and Advisory Groups working under the direct coordination of the NWCG. The products are approved by a consensus of the NWCG. Agreed policies, standards, and procedures are then implemented by each agency through regular channels.

The NWCG Working Teams are grouped to reflect the concerns of the interagency wildland fire community. Currently, the NWCG Working Teams are:

TWT—Training Working Team
IOSWT—Incident Operations Standards Working Team

WFEWT—Wildland Fire Education Working Team
FUWT—Fire Use Working Team
FEWT—Fire Equipment Working Team
SHWT—Safety and Health Working Team
IBPWT—Incident Business Practices Working Team
IRMWT—Information Resource Management Working Team
National Wildland/Urban Interface Fire Protection Advisory Group

The IOSWT and the TWT are key to the development and maintenance of the Wildland and Prescribed Fire Qualification System and appropriate training curriculum. The IOSWT is responsible for all qualification and standards while the TWT is responsible for training issues and curriculum.

The Fire Use Working Team (FUWT), the former Prescribed Fire and Fire Effects Working Team (PFFEWT), has provided subject matter expertise and oversight in the development of the prescribed fire system's qualification and training curriculum. Their work has been coordinated with that of the IOSWT and the TWT, and incorporated into the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1.

B. National Interagency Fire Qualification System (NIFQS) and the Incident Command System (ICS)

Between 1973 and 1982, two additional major efforts were conducted that would allow agencies to cooperate, and share personnel and resources.

1. The National Interagency Fire Qualification System (NIFQS) was developed between 1974 and 1977 and implemented in 1978. NIFQS established minimum standards based on:

- Experience
- Training
- Physical fitness

NIFQS later became known as a training based system, due to its reliance on completion of required courses to enable an individual to qualify for a position.

NIFQS training courses were developed between 1974 and 1982. These courses were developed through an interagency effort led by the former BLM Division of Training at the former Boise Interagency Fire Center (BIFC). BIFC used:

- New instructional system development technology,
- Interactive instructional methods, and
- A concept of centralized development and decentralized instruction.

The resulting suppression courses (S-Courses):

- Provided a common training standard acceptable to all NWCG agencies.
- Were developed by wildfire agencies for wildfire.
- Were based on the large fire organization (LFO).

- Were performance based and contained wildfire suppression skills.
 - Were certified by the NWCG and published through the National Audiovisual Center.
2. During this same period of time the Incident Command System (ICS) was being developed in Southern California through FIREScope (Firefighting Resources of California Organized for Potential Emergencies). ICS was developed for much the same reasons as NIFQS, however its focus was on:
- Cooperation of wildland fire
 - Structural fire
 - Law enforcement
 - Other emergency response agencies in an all-risk environment

While ICS provided many common elements acceptable to both wildland fire and emergency response agencies, it did not include training and qualification components.

C. National Interagency Incident Management System (NIIMS)

In 1982 the NWCG adopted ICS for national implementation and combined the best of both the ICS and NIFQS. The result was the NIIMS, which includes the ICS plus the training and qualification of NIFQS and a publications management component.

The adoption of ICS meant that most of the NIFQS S-Courses could no longer be used, since they were based on the Large Fire Organization (LFO) and procedures.

The FIREScope agencies, led by the California Department of Forestry (CDF), were tasked with developing the ICS training curriculum using the S-Courses as a model and adapting to the new courses as much as possible. Unfortunately the resulting courses (I-Courses) did not meet all user needs.

In August 1987, the TWT, assisted by the former BIFC Division of Training, conducted an analysis to determine why the I-Courses were not working. This analysis revealed differences between FIREScope agencies and NWCG agencies that were contributing to the problems with the I-Courses.

As a result of the analysis, the TWT and the current IOSWT submitted a joint proposal to the NWCG calling for major modifications to the training and qualification system. NWCG approved this proposal in January 1988 and tasked the former BIFC Division of Training to develop a specific proposal for a new suppression qualification and training system.

This proposal was developed with extensive input and review and recommended a performance based qualification system and a new curriculum composed of:

- All Risk courses (I-Courses)
- Suppression skill courses (S-Courses)
- And job aids.

The NWCG approved this proposal in September 1991, and funded it for implementation over a ten-year period.

The former BIFC Division of Training was assigned the lead in development of the training courses, position task books, and other components, which make up the system in use today. Funding and resources for development of the training curriculum and job aids was established through an interagency agreement.

III. DESCRIPTION OF THE PERFORMANCE BASED SYSTEM

The Wildland and Prescribed Fire Qualification System is a “performance based” qualification system. In this system, the primary criteria for qualification is individual performance as observed by an evaluator using approved standards. This system differs from previous wildland fire qualification systems which have been “training based.” Training based systems use the completion of training courses or a passing score on an examination as a primary criteria for qualification.

A performance based system has two advantages over a training based system:

- Qualification is based upon real performance, as measured on the job, versus perceived performance, as measured by an examination or classroom activities.
- Personnel who have learned skills from sources outside wildland fire suppression and prescribed fires, such as agency specific training programs or training and work in structural fire, law enforcement, search and rescue, etc., may not be required to complete specific courses in order to qualify in a NWCG position.

A. The components of the Wildland and Prescribed Fire Qualification System are as follows:

1. Position Task Books (PTB) contain all critical tasks, which are required to perform the job. PTB's have been designed in a format that will allow documentation of a trainee's ability to perform each task. Successful completion of all tasks required of the position, as determined by an evaluator(s), will be the basis for recommending certification.

IMPORTANT NOTE: Training requirements include completion of all required training courses and prerequisite experience prior to obtaining a PTB. Use of other courses or job aids providing additional training, which supports development of knowledge and skills is recommended to prepare the employee to perform in the position.

2. Training courses and job aids provide the specific skills and knowledge required to perform tasks as prescribed in the PTB.
3. Agency Certification is issued in the form of an incident qualification card certifying that the individual is qualified to perform in a specified position.

B. Responsibilities

The local office is responsible for selecting trainees, proper use of task books, and certification of trainees; see Appendix A, Position Task Book Administration in the PMS 310-1.

IV. PRESCRIBED FIRE TRAINING AND QUALIFICATION

A. Approval of the Prescribed Fire Training and Qualification System

In 1993, at the request of the currently named Fire Use Working Team (FUWT), the NIFC National Fire and Aviation Training Support Group (NFATSG) was tasked with development of the prescribed fire training and qualification system. A proposal was completed and approved by the NWCG in 1995.

In March, 1999 prescribed fire and fire use training and qualifications were added to the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1. The 1999 guide was revised and published as a NWCG certified version in 2000.

HISTORICAL BACKGROUND ON THE DEVELOPMENT OF THE WILDLAND AND PRESCRIBED FIRE QUALIFICATION SYSTEM	
1976	National Wildfire Coordinating Group (NWCG) established
1974 -1978	National Interagency Fire Qualification System (NIFQS) developed and implemented
1974 -1982	NIFQS training courses (S-courses) developed
1974 -1982	Incident Command System (ICS) developed through FIRESCOPE
1982	National Interagency Incident Management System (NIIMS) developed and adopted by the NWCG. Combined ICS and NIFQS
1991	NWCG approved a proposal for a performance based qualification system, and a new curriculum composed of; all risk courses (I-courses), suppression skill courses (S-Courses), and job aids and funded it for implementation over a ten-year period.
1993	Proposal for the Prescribed Fire training and qualification system approved for implementation by the NWCG.
2000	Wildland and Prescribed Fire Qualification System Guide published.
2001	Wildland and Prescribed Fire Qualification System National Training Curriculum completed.

V. PURPOSE OF THE WILDLAND AND PRESCRIBED FIRE QUALIFICATION SYSTEM NATIONAL TRAINING CURRICULUM

A. Curriculum Objectives

The Wildland and Prescribed Fire Qualification System National Training Curriculum is designed to provide users with more in depth knowledge in use of the components, application of the system, and aid continual implementation. The curriculum will:

- Identify the major components of the Wildland and Prescribed Fire Qualification System.
- Demonstrate the use of the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1 and the Position Task Books.
- Describe the roles and responsibilities outlined in Appendix A, Position Task Book Administration.
- Describe the interactions necessary for certification in the Wildland and Prescribed Fire Qualification System.

B. Delivery Method

Modules have been developed so that they can be taken as self paced (study) or presented by those with subject matter expertise. It is beneficial for the modules to be instructor-led so that interactions and sharing of information may be facilitated.

The material in the training curriculum is designed to be used in two ways to facilitate learning:

1. The first and recommended method is **to have the material presented by agency personnel that have a working knowledge of the Wildland and Prescribed Fire Qualification System and the components contained in that system.**

To further stimulate learning, it is recommended that the information be presented to groups so interactive discussions of the material may be held.

With this method it is recommended that students are allowed to complete the module questions and exercises. This can be accomplished in groups or individually. When the module is completed, facilitate discussion of solutions to ensure student understanding.

2. The second way this material can be used is as a self-paced (study) guide. The student, equipped with:

- The Wildland and Prescribed Fire Qualification System Guide, PMS 310-1
- A position task book

can work through the material in this module and increase their understanding of the subject.

The Wildland and Prescribed Fire Qualification System has been designed for interagency use for the participants of the NWCG. It is based on acceptable minimum standards for national mobilization purposes. Because agencies may augment the minimum standards for their own purposes it is beneficial to include any agency specific information in any module presentations.

C. Self Evaluation

Module information is presented through a series of scenarios, questions, and exercises. Exercises and information have been developed based on user questions and input on the Wildland and Prescribed Fire Qualification System, generated over the initial implementation period (1993 to present).

Exercises are based on information contained in the components of the Wildland and Prescribed Fire Qualification System Guide. References are provided to aid the student with problem solving.

D. Duration

It is the intent that the time necessary for completion of all modules take four hours or less. Modules may be presented in any combination or order as appropriate for the user.

M-581 Fire Program Management

Pre-Course Work - 3F- a
Due to NAFRI by April 1, 2005

Name: _____
Email: _____
Work phone: _____

VI. QUESTIONS

The following questions have been included as a review for the students and to reinforce key points.

QUESTION 1: What interagency group was established to facilitate the development of practices, standards, and training in the wildland fire community?

QUESTION 2: Name the three NWCG working teams most responsible for the development and maintenance of the Wildland and Prescribed Fire Qualification System.

QUESTION 3: Who, at your home unit, is an administrator of your qualification system? Or, who is your system administrator?

QUESTION 4: The Wildland and Prescribed Fire Qualification System National Training Curriculum was designed to?

QUESTION 5: Identify the three target groups for this training curriculum.

Wildland and Prescribed Fire Qualification System National Training Curriculum PMS 316

MODULE 2 COMPONENTS AND GUIDE

**REFERENCE TEXT
OCTOBER 2001
NFES 2672**



CERTIFICATION STATEMENT

on behalf of the

NATIONAL WILDFIRE COORDINATING GROUP

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Certified at Level III

Member NWCG and Training Working Team Liaison

Date

10/11/01

Chairperson, Training Working Team

Date

9/25/01

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Wildland and Prescribed Fire Qualification System National Training Curriculum PMS 316

MODULE 2 COMPONENTS AND GUIDE

October 2001

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PREFACE

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<p><u>Module 3 - Qualification Requirements</u> provides the user with more in depth information on the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1. Exercises aid the user in determining how personnel become qualified in a target position. Problem solving items include: training, experience, physical requirements for various positions, certification and recertification issues. This module is intended for entry level personnel and those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 4 - Roles and Responsibilities</u> provides the user with more in depth information on use of Appendix A, Position Task Book Administration. Exercises help the user to identify key roles and responsibilities identified in this guide, and how these roles are tied into use and administration of the position task book(s). This module is intended for those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 5 - Interactions and Partnerships</u> provides knowledge on how different participants of the Wildland and Prescribed Fire Qualification System interact with each other and the importance of that relationship. Exercises are intended to display these interactions and provide more in depth information on how the PMS 310-1 and Appendix A, Position Task Book Administration, must be used interchangeably. This module is intended for those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 6 - Agency Administrator Roles and Responsibilities</u> provides Wildland and Prescribed Fire Qualification System information to the agency administrator or delegating official. The module is intended to provide information that will help decision making and support employee wildland and prescribed fire qualification. This module is intended for agency administrators or executives who have responsibility for establishing policy and guidelines within their agency.</p>

Users are encouraged to review all modules regardless of what level they may currently be at in the qualification process. The modules provide exercises on how to utilize the components and guides of the Wildland and Prescribed Fire Qualification System. This information can be helpful in determining how to obtain personal qualification. More importantly, this information is helpful in a supervisory, training, and mentor role.

Each module contains the following:

- Instructor guidance and lesson plans
- Reference Text
- Questions and scenarios for module exercises (as appropriate)
- Self-Evaluation (open book)

SUGGESTED PREREQUISITE MODULES

This is the second of six modules of the Wildland and Prescribed Fire Qualification System National Training Curriculum. Students should have the background information provided in Module 1 of this training curriculum.

DETAILED LESSON PLAN OUTLINE

Course: Wildland and Prescribed Fire Qualification System—National Training Curriculum

Module: 2 - Components and Guide

Suggested Time: 45 Minutes

Training Aids: Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, a position task book.

Module Objectives:

1. Identify the three major components of the Wildland and Prescribed Fire Qualification System.
2. Identify key sections of the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, and the position task book.

I. INTRODUCTION

This module is an introduction to the components and guide of the Wildland and Prescribed Fire Qualification System. The student will be introduced to the design and use of the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, and a position task book through a series of questions and/or scenario exercises.

Students will build familiarity with the guide and how it applies to the functions of the system components. Students will be asked to support their responses to questions with references from the identified components and guide.

II. SYSTEM COMPONENTS

The three components of the Wildland and Prescribed Fire Qualification System are identified in the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1. They are:

- Position Task Books
- Training Courses and Job Aids
- Agency Certification

M-581 Fire Program Management

Pre-Course Work – **3F-b**
Due to NAFRI by April 1, 2005

Name: _____
Email: _____
Work phone: _____

Exercise 1: Locate the three major components on pages 2--4 of the PMS 310-1, and in your own words, provide a brief description of each.

Position Task Books:

Training Courses and Job Aids:

Agency Certification:

INSTRUCTOR NOTE: SEE ANSWER IN APPENDIX A AND FACILITATE A DISCUSSION ON THE ITEMS LISTED THERE.

Question 1: How do the training courses and job aids relate to qualifications?
(p. 4)

III. GUIDE

A. Wildland and Prescribed Fire Qualification System Guide, PMS 310-1.

1. The Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, is designed to provide guidance for participating agencies of the NWCG.
2. Establishes minimum standards required for all Incident Command System and skill positions, which all participating agencies have agreed to meet for national mobilization purposes. These minimum standards include physical fitness, required training and required prerequisite experience.

Exercise 2: Using the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, take 15 minutes to answer the following and develop a familiarity with the guide's major sections. (Major sections: A–K, Glossary, Appendix A and B.)

Section A: What is the purpose of the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1? (p. 1)

Section B: What are the three components of the Wildland and Prescribed Fire Qualification System? (pp. 2–4)

Section C: Who is responsible for certification and re-certification? (p. 7)

Section D: What are the two elements of currency? (p. 8)

Section E: Can required training be challenged? (p. 8)

Section G. List the four categories of physical fitness established by the PMS 310-1. (pp. 9–10)

Section H: List the five types of incident complexity. (pp. 10-11)

Section I: What is the planned revision schedule for the PMS 310-1? (p. 11)

Section J: What are the two categories of skill positions listed in the PMS 310-1? (p. 13)

Section K: Describe the requirement for national type 1 team positions. (p. 14)

Section L: Explain how you might use the information in Section L.

Appendix B: Using the flow charts in Appendix B, list the prerequisite experience for strike team leader dozer (STDZ).

Appendix C: List the five categories of training courses.

Question 2: Section B examines training requirements. Explain the difference between “required training” and “additional training which supports development of knowledge and skills”. (Also reference Sections E and F and Glossary.)

B. Appendix A - Position Task Book Administration

Designed for use by all participants of the Wildland and Prescribed Fire Qualification System. Provides instructions and guidance for sections A-L of the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, in administration of the position task books (PTB). The user should be familiar with the information in Appendix A before using the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1.

Exercise 3: Using the PMS 310-1, Appendix A, Position Task Book Administration, take 15 minutes to answer the following questions and develop a familiarity with the major sections.

Section I. What is the purpose of the Appendix A, Position Task Book Administration?

Section I. Each bullet statement within a task must be demonstrated before an individual can be signed off. True or False.

Section II. Define trainee.

Section II. The PTB is issued by _____.

Section III. How are positions that require a wildland fire assignment designated?

Section IV. What is the process for proposing recommendations for PTBs and the qualification process?

IV. CONCLUSION

The components and guide of the Wildland and Prescribed Fire Qualification System are the backbone of the system. They provide users of the system with guidance, process, and standards for position qualification for those positions identified in the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1. All the parts are interrelated and should be used in such a manner.

Perhaps most importantly, the system users must understand that the proper use of the Wildland and Prescribed Fire Qualification System is dependent on the information and knowledge contained in Appendix A, Position Task Book Administration. Without the knowledge contained in Appendix A, proper administration and application of the position task books for certification purposes will be difficult.

V. ADDITIONAL QUESTIONS

The following questions have been provided to give the student the opportunity to further explore the guide. It is recommended that students work in groups to provide solutions. It is further recommended that the information is administered by agency personnel that have working knowledge of the Wildland and Prescribed Fire Qualification System and can facilitate solutions among students.

Question 3: The introduction of the PMS 310-1 gives guidance for those personnel who were qualified prior to the implementation of this system. What is it? (p. 1)

Question 4: What are the different situations under which a PTB can be initiated and issued? (Appendix A, pp. A-5--6)

Question 5: What is the time allowed for completion of a PTB once initiated? (Appendix A, p. A-7)

Question 6: What does the statement “Wildland or Prescribed Fire Assignment Required” printed on the cover of a PTB mean? (Appendix A, p. A-3 and A-12)

Wildland and Prescribed Fire Qualification System National Training Curriculum PMS 316

MODULE 3 QUALIFICATION REQUIREMENTS

**REFERENCE TEXT
OCTOBER 2001
NFES 2673**



CERTIFICATION STATEMENT

on behalf of the

NATIONAL WILDFIRE COORDINATING GROUP

The following training material attains the standards prescribed for courses coordinated by the National Wildfire Coordinating Group. The instruction is certified for interagency use and is known as:

Wildland and Prescribed Fire Qualifications System
National Training Curriculum
Certified at Level III

Member NWCG and Training Working Team Liaison

Date

10/14/01

Chairperson, Training Working Team

Date

9/25/01

Description of the Performance Based System

The Wildland and Prescribed Fire Qualification System is a “performance based” qualifications system. In this system, the primary criteria for qualification is individual performance as observed by an evaluator using approved standards. This system differs from previous wildland fire qualification systems which have been “training based.” Training based systems use the completion of training courses or a passing score on an examination as a primary criteria for qualification.

A performance based system has two advantages over a training based system:

- Qualification is based upon real performance, as measured on the job, versus perceived performance, as measured by an examination or classroom activities.
- Personnel who have learned skills from sources outside wildfire suppression and prescribed fire, such as agency specific training programs or training and work in structural fire, law enforcement, search and rescue, etc., may not be required to complete specific courses in order to qualify in a wildland or prescribed fire position.

1. The components of the wildland and prescribed fire qualification system are as follows:

- a. Position Task Books (PTB) contain all critical tasks which are required to perform the job. PTB's have been designed in a format that will allow documentation of a trainee's ability to perform each task. Successful completion of all tasks required of the position, as determined by an evaluator, will be the basis for recommending certification.

IMPORTANT NOTE: Training requirements include completion of all required training courses prior to obtaining a PTB. Use of other courses or job aids providing additional training which supports development of knowledge and skills is recommended to prepare the employee to perform in the position.

- b. Training courses and job aids provide the specific skills and knowledge required to perform tasks as prescribed in the PTB.
- c. Agency Certification is issued in the form of an incident qualification card certifying that the individual is qualified to perform in a specified position.

2. Responsibilities

The local office is responsible for selecting trainees, proper use of task books, and certification of trainees. See PMS 310-1, Appendix A, Position Task Book Administration, for further information.

Wildland and Prescribed Fire Qualification System National Training Curriculum PMS 316

MODULE 3 QUALIFICATION REQUIREMENTS

October 2001

Additional copies of this document may be ordered from: National Interagency Fire Center, ATTN: Great Basin Cache Supply Office, 3833 S. Development Ave., Boise ID 83705. Order NFES 2673.

PREFACE

This module is one of six modules which comprise the Wildland and Prescribed Fire Qualification System National Training Curriculum. The curriculum has been developed by an interagency steering group. The curriculum was sponsored by the National Wildfire Coordinating Group. Development was directed and supported by the National Interagency Fire Center, National Fire & Aviation Training Support Group.

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STUDENT INFORMATION

INTRODUCTION TO THE REFERENCE TEXT

Wildland and Prescribed Fire Qualification System: Curriculum Orientation is designed to give the user an overview of the Wildland and Prescribed Fire Qualification System National Training Curriculum. The module provides practical information intended to familiarize the user with the Wildland and Prescribed Fire Qualification System and its application.

The majority of the reference text is to be used as a note-taking guide, but other practical information and questions are included that will replicate situations that may occur during the qualification process.

DELIVERY METHOD

The material in this module is designed to be used in two ways to facilitate learning. The first and recommended method is **to have the material presented by agency personnel that have working knowledge of the Wildland and Prescribed Fire Qualification System**. This method will facilitate discussion and ensure student understanding. To further stimulate learning, it is recommended that the information be presented in groups so discussions may be held. The second way this material can be used is as a self-paced (study) guide. The student, equipped with the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, and a position task book, can work through the material in this module and increase their understanding of the subject.

We hope you have a good learning experience, which helps you to accomplish your job more effectively.

TARGET AUDIENCE

Although this module is intended primarily as an introduction and information source for those personnel who are new to the Wildland and Prescribed Fire Qualification System, there is valuable information for all users of the qualification system.

Three primary target groups have been identified for the six modules of the Wildland and Prescribed Fire Qualification System National Training Curriculum. They are:

Entry Level (Modules 1-3) - Those personnel who are new to the Wildland and Prescribed Fire Qualification System. Included in this group but not limited to are: entry level firefighters, agency personnel seeking incident qualifications, those personnel who may have an interest in acquiring incident qualifications.

System Administrators (Modules 1-5) - Those personnel who are responsible for administration and application of the Wildland and Prescribed Fire Qualification System. A general characteristic of this group is supervisors with delegated responsibility for ensuring that personnel qualifications are appropriately acquired and maintained. The group may include but is not limited to: training specialists (geographic, local area, and incident), fire management officers, fire control officers, crew supervisors, crew superintendents, station managers, agency helicopter managers, etc.

Agency Administrators (Module 6) - Those personnel that are commonly referred to as line officers and agency executives. Often times these individuals are not directly involved in the qualification process but delegate the authority for agency qualification.

CURRICULUM DESCRIPTION

The curriculum consists of six modules of instruction. Each module covers a part of the Wildland and Prescribed Fire Qualification System or related applications. The following description of Module 3 and the remaining five modules is provided so that the user may see where they are in the process and plan additional modules accordingly.

<p><u>Module 1 - Curriculum Orientation</u> contains information on the Wildland and Prescribed Fire Qualification System, this training curriculum, and the objectives of the training curriculum. The information contained in this module is intended for all users of the system.</p>
<p><u>Module 2 - Components and Guide</u> provides information on the system components and key guide utilized in administration of the qualification system. Descriptions and exercises in this module help the user identify and use the components and guide. This module is intended for entry level personnel and those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 3 - Qualification Requirements</u> provides the user with more in depth information on the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1. Exercises aid the user in determining how personnel become qualified in a target position. Problem solving items include: training, experience, physical requirements for various positions, certification and re-certification issues. This module is intended for entry level personnel and those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 4 - Roles and Responsibilities</u> provides the user with more in depth information on use of Appendix A, Position Task Book Administration. Exercises help the user to identify key roles and responsibilities identified in this guide, and how these roles are tied into use and administration of the position task book(s). This module is intended for those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 5 - Interactions and Partnerships</u> provides knowledge on how different participants of the Wildland and Prescribed Fire Qualification System interact with each other and the importance of that relationship. Exercises are intended to display these interactions and provide more in depth information on how the PMS 310-1 and Appendix A, Position Task Book Administration, must be used interchangeably. This module is intended for those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 6 - Agency Administrator Roles and Responsibilities</u> provides Wildland and Prescribed Fire Qualification System information to the agency administrator or delegating official. The module is intended to provide information that will help decision making and support employee wildland and prescribed fire qualification. This module is intended for agency administrators or executives who have responsibility for establishing policy and guidelines within their agency.</p>

Users are encouraged to review all modules regardless of what level they may currently be at in the qualification process. The modules provide exercises on how to utilize the components and guides of the Wildland and Prescribed Fire Qualification System. This information can be helpful in determining how to obtain personal qualification. More importantly, this information is helpful in a supervisory, training, and mentor role.

Each module contains the following:

- Instructor guidance and lesson plans
- Reference Text
- Questions and scenarios for module exercises (as appropriate)
- Self-Evaluation (open book)

SUGGESTED PREREQUISITE MODULES

This is the third of six modules of the Wildland and Prescribed Fire Qualification System National Training Curriculum. Students should have the background information provided in Module 1 of this training curriculum, and 2 of this training curriculum.

DETAILED LESSON PLAN OUTLINE

Course:	Wildland and Prescribed Fire Qualification System—National Training Curriculum
Module:	3 - Qualification Requirements
Suggested Time:	45 Minutes
Training Aids:	Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, a position task book.

Module Objective:

Using the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1:

1. Describe the process to become qualified for a target position.
2. List the training, experience, and physical requirements for any position identified in PMS 310-1.
3. Describe certification method(s) identified in PMS 310-1 for any position.
4. Describe re-certification method(s) identified in PMS 310-1 for any position.

I. INTRODUCTION

Qualification Requirements is the third of six modules of the Wildland and Prescribed Fire Qualification System National Training Curriculum. The information in this module provides the student with information needed to continue with the three subsequent modules of the training curriculum.

The module provides more in-depth knowledge on the process for qualification using the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1. The student will be introduced to the design and use of the guide through a series of questions and/or scenario exercises. Students will be asked to support their responses to questions with references from PMS 310-1.

The Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, provides guidance to participating agencies and organizations to establish minimum standards for wildland firefighting and prescribed fire personnel for national mobilization purposes. The system is designed as a performance-based system where the primary criteria for qualification is the performance of the individual observed and evaluated using approved standards outlined in this guide.

II. TRAINING, EXPERIENCE, AND PHYSICAL REQUIREMENTS

Module 2, Components and Guide, provided information on basic knowledge, design, and use of the PMS 310-1. Students will now be required to navigate through it to answer questions raised in the following exercises.

The first exercise will examine Sections E, F, G and L of PMS 310-1, with the intent to help you identify the training, experience, and physical requirements for a particular position.

M-581 Fire Program Management

Pre-Course Work – **3F-c**
Due to NAFRI by April 1, 2005

Name: _____
Email: _____
Work phone: _____

Exercise 1: Scenario

You are currently certified as crew boss (CRWB). In consultation with your supervisor, it has been decided that you will be needed as a strike team leader (crew) in the future. Your supervisor has asked you to determine what it will take to get you to the target level.

Using the PMS 310-1, prepare a briefing for your supervisor. Be sure to provide your supervisor with all required training, experience, and physical requirements and any suggestions that will help you prepare for a position performance assignment.

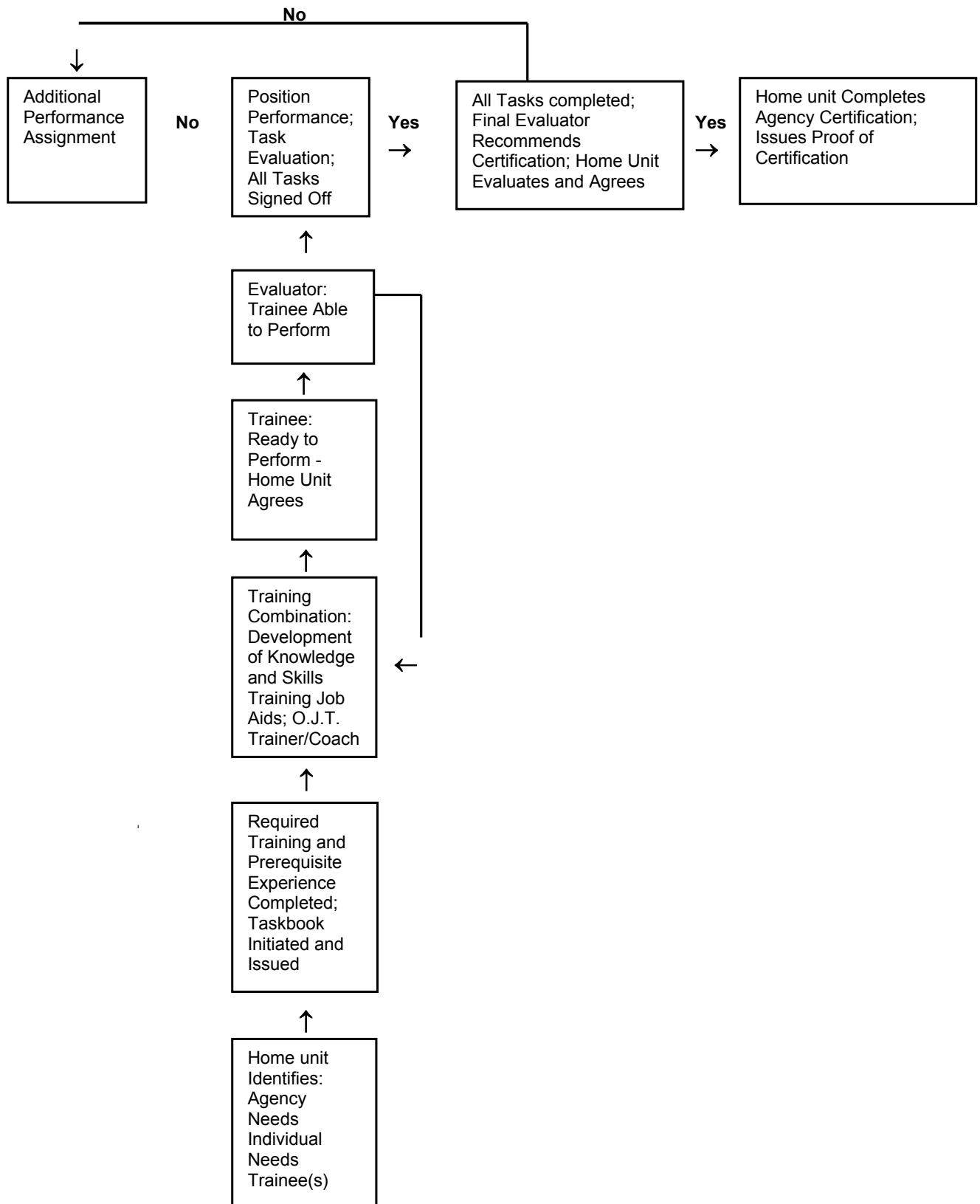
Listed below is your training and experience record.

Relevant Training completed: Intermediate Fire Behavior (S-290), Crew Boss (S-230)

Relevant Experience: 50 operational periods as crew boss leading hand crews

Current Physical Fitness: Arduous

Briefing:



This flow chart represents a simple representation of the process leading to position certification. It can be used as a quick reminder, and help direct your investigation into the PMS 310-1, when addressing questions. This chart is in the PMS 310-1, p. 6.

M-581 Fire Program Management

Pre-Course Work – **3F-d**
Due to NAFRI by April 1, 2005

Name: _____
Email: _____
Work phone: _____

Exercise 2: Scenario

You are the local unit supervisor and as such you have been asked by an employee for assistance in developing a training plan to reach the support dispatcher level (EDSD). You know there is a need for more dispatchers in your area and you think that the employee would make a good candidate.

You consult your PMS 310-1 and sit down together with the employee to determine requirements needed to reach the target goal of Support Dispatcher. Upon interviewing your employee, you determine they have no previous incident qualifications at this time. Refer to Section L and Appendix A, of PMS 310-1, and formulate a brief training plan to reach the stated goal.

Training Plan: Target position, Support Dispatcher

M-581 Fire Program Management

Pre-Course Work – **3F-e**
Due to NAFRI by April 1, 2005

Name: _____
Email: _____
Work phone: _____

Exercise 3: Using the PMS 310-1, list the requirements to become qualified as a Prescribed Fire Burn Boss 2. Be sure to include all required and suggested training and prerequisite experience.

III. MAINTAINING POSITION CERTIFICATION

Another term used for maintaining position certification is currency. Page 8 of PMS 310-1, under Currency Requirements, provides some rules on maintaining qualification currency. Two basic requirements are:

A. Duration

The PMS 310-1 states that the duration for Air Operations and Expanded Dispatch positions is three (3) years and five (5) years for all other positions.

B. Other Positions that will Maintain Currency

The second rule of currency is serving in a specified position within the time constraints mentioned above.

1. By successful performance in the position qualified for within the given time frame.
2. By successful performance in a higher position(s) for which that position is a prerequisite, providing the individual was previously qualified in that position.
3. By successful performance in a position that is identified in this guide (see Section L, "ICS, Skill and Dispatch Position Qualifications") as OTHER POSITION ASSIGNMENTS THAT WILL MAINTAIN CURRENCY.

These are the basic rules for currency requirements. Using PMS 310-1 and the above information, will aid in determining how to maintain currency.

M-581 Fire Program Management

Pre-Course Work **3F-f**
Due to NAFRI by April 1, 2005

Name: _____
Email: _____
Work phone: _____

Exercise 4: Using the PMS 310-1, for the following positions determine: time limitations for maintaining currency, and position performance requirements for maintaining currency.

Dispatch Recorder

Time Limitations:

Currency Requirements:

Helicopter Coordinator

Time Limitations:

Currency Requirements:

Facilities Unit Leader

Time Limitations:

Currency Requirements:

IV. RE-CERTIFICATION

In the event that currency duration passes without being able to serve in the required specified position, one will lose currency or certification in the particular position. This would require taking appropriate steps to regain currency through re-certification.

M-581 Fire Program Management

Pre-Course Work - **3F-g**
Due to NAFRI by April 1, 2005

Name: _____
Email: _____
Work phone: _____

The requirements for re-certification are not unlike those for certification. In fact the process is outlined in the PMS 310-1, Section C, CERTIFICATION AND RE-CERTIFICATION. Refer to this area to complete the following questions.

Question 1: Who is responsible for re-certification?

Question 2: What is identified in the PMS 310-1 as a key component in the re-certification and certification process and what might you be required to do to earn re-certification?
(Section C)

Question 3: What factors might affect the re-certification process? (Section C)

V. CONCLUSION

Successful qualification requires that the home unit play a major role in all phases of employee development for incident qualifications.

The more knowledge that all participants have of the qualification requirements outlined in PMS 310-1, the more effective the certification process for trainees in the Wildland and Prescribed Fire Qualification System.

Wildland and Prescribed Fire Qualification System National Training Curriculum PMS 316

MODULE 4 ROLES AND RESPONSIBILITIES

**REFERENCE TEXT
OCTOBER 2001
NFES 2674**



CERTIFICATION STATEMENT

on behalf of the

NATIONAL WILDFIRE COORDINATING GROUP

The following training material attains the standards prescribed for courses coordinated by the National Wildfire Coordinating Group. The instruction is certified for interagency use and is known as:

Wildland and Prescribed Fire Qualifications System
National Training Curriculum
Certified at Level III

Member NWCG and Training Working Team Liaison

Date

10/11/01

Chairperson, Training Working Team

Date

9/25/01

Description of the Performance-Based System

The Wildland and Prescribed Fire Qualification System is a “performance-based” qualifications system. In this system, the primary criteria for qualification is individual performance as observed by an evaluator using approved standards. This system differs from previous wildland fire qualification systems which have been “training based.” Training based systems use the completion of training courses or a passing score on an examination as a primary criteria for qualification.

A performance based system has two advantages over a training based system:

- Qualification is based upon real performance, as measured on the job, versus perceived performance, as measured by an examination or classroom activities.
- Personnel who have learned skills from sources outside wildfire suppression and prescribed fire, such as agency specific training programs or training and work in structural fire, law enforcement, search and rescue, etc., may not be required to complete specific courses in order to qualify in a wildland or prescribed fire position.

1. The components of the wildland and prescribed fire qualifications system are as follows:

- a. Position Task Books (PTB) contain all critical tasks, which are required to perform the job. PTB's have been designed in a format that will allow documentation of a trainee's ability to perform each task. Successful completion of all tasks required of the position, as determined by an evaluator, will be the basis for recommending certification.

IMPORTANT NOTE: Training requirements include completion of all required training courses prior to obtaining a PTB. Use of other courses or job aids providing additional training which supports development of knowledge and skills is recommended to prepare the employee to perform in the position.

- b. Training courses and job aids provide the specific skills and knowledge required to perform tasks as prescribed in the PTB.
- c. Agency Certification is issued in the form of an incident qualification card certifying that the individual is qualified to perform in a specified position.

2. Responsibilities

The local office is responsible for selecting trainees, proper use of task books, and certification of trainees. See PMS 310-1, Appendix A, Position Task Book Administration, for further information.

Wildland and Prescribed Fire Qualification System National Training Curriculum PMS 316

MODULE 4 ROLES AND RESPONSIBILITIES

October 2001

Additional copies of this document may be ordered from: National Interagency Fire Center, ATTN: Great Basin Cache Supply Office, 3833 S. Development Ave., Boise ID 83705. Order NFES 2674.

PREFACE

This module is one of six modules, which comprise the Wildland and Prescribed Fire Qualification System National Training Curriculum. The curriculum has been developed by an interagency steering group. The curriculum was sponsored by the National Wildfire Coordinating Group. Development was directed and supported by the National Interagency Fire Center, National Fire & Aviation Training Support Group.

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STUDENT INFORMATION

INTRODUCTION TO THE REFERENCE TEXT

Wildland and Prescribed Fire Qualification System: Roles and Responsibilities provides the students with more in-depth use of the Wildland and Prescribed Fire Qualification System Guide, Appendix A, Position Task Book Administration, and the position task books. The module provides practical information intended to familiarize the user with the Wildland and Prescribed Fire Qualification System and its application.

The majority of the reference text is to be used as a note-taking guide, but other practical information and questions are included that will replicate situations that may occur during the qualifications process.

DELIVERY METHOD

The material in this module is designed to be used in two ways to facilitate learning. The first and recommended method is **to have the material presented by agency personnel that have working knowledge of the Wildland and Prescribed Fire Qualification System**. This method will facilitate discussion and ensure student understanding. To further stimulate learning, it is recommended that the information be presented in groups so discussions may be held. The second way this material can be used is as a self-paced (study) guide. The student, equipped with the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, and a position task book, can work through the material in this module and increase their understanding of the subject.

We hope you have a good learning experience, which helps you to accomplish your job more effectively.

TARGET AUDIENCE

Although this module is intended primarily as an introduction and information source for those personnel who are new to the Wildland and Prescribed Fire Qualification System, there is valuable information for all users of the qualifications system.

Three primary target groups have been identified for the six modules of the Wildland and Prescribed Fire Qualification System National Training Curriculum. They are:

Entry Level (Modules 1-3) - Those personnel who are new to the Wildland and Prescribed Fire Qualification System. Included in this group but not limited to are: entry level firefighters, agency personnel seeking incident qualifications, those personnel who may have an interest in acquiring incident qualifications.

System Administrators (Modules 1-5) - Those personnel who are responsible for administration and application of the Wildland and Prescribed Fire Qualification System. A general characteristic of this group is supervisors with delegated responsibility for ensuring that personnel qualifications are appropriately acquired and maintained. The group may include but is not limited to: training specialists (geographic, local area, and incident), fire management officers, fire control officers, crew supervisors, crew superintendents, station managers, agency helicopter managers, etc.

Agency Administrators (Module 6) - Those personnel that are commonly referred to as line officers and agency executives. Often times these individuals are not directly involved in the qualification process but delegate the authority for agency qualifications.

CURRICULUM DESCRIPTION

The curriculum consists of six modules of instruction. Each module covers a part of the Wildland and Prescribed Fire Qualification System or related applications. The following description of Module 4 and the remaining five modules is provided so that the user may see where they are in the process and plan additional modules accordingly.

<p><u>Module 1 - Curriculum Orientation</u> contains information on the Wildland and Prescribed Fire Qualification System, this training curriculum, and the objectives of the training curriculum. The information contained in this module is intended for all users of the system.</p>
<p><u>Module 2 - Wildland and Prescribed Fire Qualification System Components and Guide</u> provides information on the system components and key guide utilized in administration of the qualifications system. Descriptions and exercises in this module help the user identify and use the components and guide. This module is intended for entry level personnel and those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 3 - Qualification Requirements</u> provides the user with more in depth information on the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1. Exercises aid the user in determining how personnel become qualified in a target position. Problem solving items include: training, experience, physical requirements for various positions, certification and re-certification issues. This module is intended for entry level personnel and those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 4 - Roles and Responsibilities</u> provides the user with more in depth information on use of Appendix A, Position Task Book Administration. Exercises help the user to identify key roles and responsibilities identified in this guide, and how these roles are tied into use and administration of the position task book(s). This module is intended for those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 5 - Interactions and Partnerships</u> provides knowledge on how different participants of the Wildland and Prescribed Fire Qualification System interact with each other and the importance of that relationship. Exercises are intended to display these interactions and provide more in depth information on how the PMS 310-1 and Appendix A, Position Task Book Administration, must be used interchangeably. This module is intended for those personnel who have responsibility for administration and application of the system.</p>
<p><u>Module 6 - Agency Administrator Roles and Responsibilities</u> provides Wildland and Prescribed Fire Qualification System information to the agency administrator or delegating official. The module is intended to provide information that will help decision making and support employee wildland and prescribed fire qualifications. This module is intended for agency administrators or executives who have responsibility for establishing policy and guidelines within their agency.</p>

Users are encouraged to review all modules regardless of what level they may currently be at in the qualifications process. The modules provide exercises on how to utilize the components and guides of the Wildland and Prescribed Fire Qualification System. This information can be helpful in determining how to obtain personal qualifications. More importantly this information is helpful in a supervisory, training, and mentor role.

Each Module contains the following:

- Instructor guidance and lesson plans
- Reference Text
- Questions and scenarios for module exercises (as appropriate)
- Self-Evaluation (open book)

SUGGESTED PREREQUISITE MODULES

This is the fourth of six modules of the Wildland and Prescribed Fire Qualification System National Training Curriculum. Students should have the background information provided in Modules 1 through 3 of this training curriculum.

DETAILED LESSON PLAN OUTLINE

Course:	Wildland and Prescribed Fire Qualification System—National Training Curriculum
Module:	4 - Roles and Responsibilities
Suggested Time:	45 Minutes
Training Aids:	Wildland and Prescribed Fire Qualification System Guide, PMS 310-1, a position task book.

Module Objectives:

Using the Wildland and Prescribed Fire Qualification System Guide, PMS 310-1 and a position task book:

1. Identify the responsibilities of the trainee, trainer/coach, evaluator, and agency manager.
2. Identify conditions under which the position task book is issued and initiated.
3. Identify special conditions for use of the position task book.
4. Demonstrate the use of Appendix A, Position Task Book Administration and the position task book.

I. INTRODUCTION

The Wildland and Prescribed Fire Qualification System is designed to provide a flexible process for use by all agencies' personnel to ensure only qualified persons receive certification in a specified position.

The backbone of this system is the application and administration of the position task book. The integrity of the position task books (PTB), and therefore the Wildland and Prescribed Fire Qualification System, rests heavily on the actions of the individuals involved in carrying out their roles as they pertain to the PTB.

In this module, the student will have the opportunity to examine the various critical roles and responsibilities of the participants in the administration of the position task books, as illustrated by Appendix A, Position Task Book Administration.

II. PARTICIPANT'S RESPONSIBILITIES

The following exercise will help the student to focus on the various roles and responsibilities within the qualifications system, and their importance.

M-581 Fire Program Management

Pre-Course Work 3F-h
Due to NAFRI by April 1, 2005

Name: _____
Email: _____
Work phone: _____

INSTRUCTOR NOTE: IF IN A CLASSROOM SETTING AND/OR ADMINISTERING THIS MODULE TO A GROUP OF TRAINEES, DIVIDE CLASS INTO FOUR GROUPS REPRESENTING THE PARTICIPANTS IN THE QUALIFICATIONS SYSTEM.

Exercise 1:

Using Appendix A, Position Task Book Administration, review the responsibilities for each of the following and describe how they relate to position performance.

Trainee:

Trainer/Coach:

Evaluator:

Agency Manager:

Question 1: Referencing PMS 310-1, Section B, identify the document used for selecting trainees, proper use of task books, and certification of trainees.

III. ISSUE AND USE OF THE POSITION TASK BOOK

The design and use of the PTB provides important information needed for proper administration and application for certification in the Wildland and Prescribed Fire Qualification System. An area that causes some confusion is the issue and use of the PTB.

With knowledge gained from the previous exercise, respond to issues raised in scenarios. In a group or on your own you will be asked to answer questions and to support your solutions with references to Appendix A, Position Task Book Administration.

M-581 Fire Program Management

Pre-Course Work 3F-i
Due to NAFRI by April 1, 2005

Name: _____
Email: _____
Work phone: _____

Exercise 2: Scenario

You are assigned to an incident as a helibase manager. The training specialist on the incident introduces you to a trainee who has been given an initiated task book for helibase manager type 2 (HEB2) from her home unit. Meeting with the trainee you find that she has over 10 years experience as a helitack crew person and lead crew person, and she is qualified as a Helicopter Manager Call-When-Needed (HECM). The trainee has also completed (S-381) and (I-300). You check the PMS 310-1 and find that Helibase Manager (S-371) is required training to become a HEB2.

What actions should you as the assigned evaluator take in this case?

What players if any, did not carry out their responsibilities as outlined in the PMS 310-1? Explain.

IV. SPECIAL CONSIDERATIONS AND EXCEPTIONS FOR USE OF THE POSITION TASK BOOK

There are special considerations and exceptions for use of the position task books and you will find these described in the PMS 310-1, Appendix A, p. A-11. In this section you will find direction on how to administer the task book for these special considerations and exceptions. Topics include:

- Positions for which there are no NWCG PTBs.
- Positions that require a performance assignment on a wildland or prescribed fire.
- Positions that utilize the same PTB.

A. Positions for Which There Are No NWCG PTBs

This section includes only four positions. The positions are:

- Agency Representative (AREP)
- Interagency Resource Representative (IARR)
- Air Tanker/Fixed Wing Coordinator (ATCO)
- Infrared Interpreter (IRIN)

B. Positions Which Require a Performance Assignment on a Wildland or Prescribed Fire

This section is very important because it reinforces the need for a trainee to demonstrate the capability to perform satisfactorily on a wildland or prescribed fire. The specific tasks are coded with a "W" for a wildland fire incident and a "RX" for a prescribed fire incident in the task book. Tasks that carry both "W" and "RX" codes may be demonstrated on either a wildland fire or a prescribed fire incident.

This is a crucial requirement of the system. The PMS 310-1 and the position task books, all repeat this:

- The PMS 310-1 states on p.2, "Tasks pertaining to tactical decision making and safety are flagged and require a position performance on a wildland and/or prescribed fire."
- Again on p. 3 of the PMS 310-1, "An individual should not be given a position performance assignment if additional knowledge and skills required to perform the tasks of a position are not first obtained, either through formal training or other methods."
- In the PMS 310-1, Appendix A, the theme is continued and mentioned under the responsibilities of the home unit; "ensure that individuals selected as trainees have met all required training and prerequisite experience for the position."
- This is also included under the individual's responsibilities in PMS 310-1, Appendix A, Section B, as "ensure that he/she is ready to perform the tasks

of the position prior to undertaking a position performance assignment.” This may include completion of additional training courses and on-the-job training assignments.

- It is also reiterated on the front of the PTB, (WILDLAND OR PRESCRIBED FIRE ASSIGNMENT REQUIRED).
- On page three of a PTB, it explains that some positions require that specific tasks be performed on a wildland fire. Performance of these tasks on other kinds of incident is NOT qualifying.

C. Positions Which Utilize the Same Position Task Book

This section explains how to handle three distinct circumstances under which the same PTBs are utilized.

1. Complexity Levels

The first area referring to complexity levels in the PMS 310-1, Appendix A is on page A-12. These are positions that perform the same tasks at differing levels of complexity with the same task book.

For example, for Incident Commander Type 1 and Type 2, it is required to complete the same PTB twice (once for each level). To clearly designate which level is being worked on all other designators should be crossed out on the front cover.

2. Strike Team Leader Position

The second area deals specifically with the Strike Team Leader Position. This PTB need only be completed once since the individual performs the same tasks for different types of resources.

For example, once an individual is certified at the strike team level for engines they will not be required to complete another Strike Team Leader PTB for crews provided they are certified at the crew boss level and complete a satisfactory position performance as a strike team leader-crew on a wildfire incident.

3. Single Resource Boss

The third area examines the unique circumstances of PTBs for single resource boss positions. Within the PTB there are tasks common to all the single resources boss positions.

Additional tasks are related to specific single resource boss positions. When the task book is initiated the appropriate position will be designated by crossing out those that don't apply. The trainee will then be required to complete all common tasks and the specific tasks for the resource designated on the front

cover of the task book. The result is a separate PTB may not be required for each single resource boss qualification.

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Pre-Course Work **3F-j**
Due to NAFRI by April 1, 2005

Name: _____
Email: _____
Work phone: _____

IF IN A CLASSROOM SETTING AND /OR ADMINISTERING THIS MODULE TO A GROUP OF TRAINEES, USE GROUPS REPRESENTING A TRAINEE, EVALUATOR, AND AGENCY MANAGER TO SOLVE THE FOLLOWING SCENARIOS.

Exercise 3: Scenario

Use the understanding of the special circumstances and exceptions in the PTBs, to complete the following exercise. You will be required to refer to PMS 310-1, Appendix A, to respond to the issues raised in this exercise. Use discussion to thoroughly cover the topic.

An individual, who is certified as strike team leader-engine, was recently certified as a single resource boss-crew.

What are the requirement(s) to get to the strike team leader level for crew?

What considerations might be addressed from the viewpoints of the:

Trainee:

Evaluator/Coach:

Agency Manager:

V. CONCLUSION

It is clear to see that an effective certification process requires a well-founded understanding of the qualification system guide and documents. This requires administrators to continually consult the PMS 310-1 to properly administer the certification process in the Wildland and Prescribed Fire Qualification System.

It is not important to have recall knowledge of the contents of this guide, but rather an understanding of its use and where to look for all the situations that arise during the continued Wildland and Prescribed Fire Qualification System certification process.

Responsible actions by the individual participants ensure the integrity of the system. Integrity of the qualifications system is maintained by participants fulfilling their respective responsibilities.